



## Graduation Requirements Directions School Year 2008-2008

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Once the online "Personnel Record Form" menu has been **completed**, access the "Check Graduation Information" menu to encode units of credit.

● **24:43:11:01. Number of required credits for graduation from high school.** Required units of credit for high school graduation must be earned in grades 9 through 12 as follows:

1. Students graduating on July 1, 2004, and after must have a minimum of 22 units of credit.

● **24:43:11:02. Specific units of credit required for high school graduation.** The units of credit required for high school graduation must include the following 12 units (1-6).

1. English/Language Arts: Total units of credits required 4.0
  - a. Writing: Total units of credits required 1.5
  - b. Literature: Total units of credits required 1.0
  - c. American Literature: Total units of credits required 0.5
  - d. Speech: Total units of credits required 0.5
  - e. Other English/Language Arts: Total units of credits required 0.5
2. Social Studies: Total units of credits required 3.0
  - a. U.S. History: Total units of credits required 1.0
  - b. U.S. Government: Total units of credits required 0.5
  - c. Geography: Total units of credits required 0.5
  - d. Other Social Studies Total units of credits required 1.0
3. Five units of mathematics and laboratory science, which include a minimum of three units of mathematics and two units of laboratory science.
  - a. Algebra I or higher: Total units of credit required 1.0
  - b. Other Mathematics: Total units of credit required 2.0
  - c. Lab Science: Total units of credit required 2.0
4. Laboratory Computer Studies: Total units of credits required 0.5
5. Fine Arts: Total units of credits required 1.0
6. Electives: Total units of credits required 8.5

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Submission deadline: October 15, 2007

Additional Electives: Will count towards the elective category.

Vocational "services" may count up to 2 units of credit.

In lieu of taking the required course in computer studies, a maximum of one-half unit of credit may be granted to a student who can demonstrate mastery of the basic course of studies for computers. The credit granted in this manner must be noted on the student transcript but may not be used to satisfy the requirements of § 24:43:11:01.

Credit for certain vocational education courses may be used to partially satisfy required course credit in English, mathematics, social science, and science. Up to one unit of credit from vocational education courses may be substituted for required course credit in each of these academic areas. Required course credit earned in this manner shall be accounted for on the student transcript, identifying the vocational education courses approved and applied toward the credit.

## Updating Graduation Information

**STEP #1:** Select one of graduation requirement categories from the drop down box and the coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.

The screenshot shows a web application interface for updating graduation information. At the top, it displays 'DistYear' as '32002 Pierre School District 32-2' and '2005'. Below this, a message states: 'The following coursework is offered that meets units of credit required for high school graduation requirements'. A 'Choose a Category:' dropdown menu is open, showing a list of categories with their respective minimum units of credit required. A callout box on the left points to the 'Check Graduation Information' menu item in the sidebar. Another callout box on the right points to the dropdown menu and contains the text: '#1 Select one of the graduation requirement categories from the drop down box and the coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.' At the bottom of the main content area, there are buttons for 'Add', 'Edit', 'Delete', and 'OK'.

DistYear 32002 Pierre School District 32-2 2005

The following coursework is offered that meets units of credit required for high school graduation requirements

Choose a Category:

- EA - Additional Electives: Total minimum units of credit required is 0 for a total of 8.5 credits in Electives
- EL - Electives: Total minimum units of credit required is 0 for a total of 8.5 credits in Electives
- AL - English/Language Arts American Literature: Total minimum units of credit required is 0.5 for a total of 4 credits in English/Language Arts
- L - English/Language Arts Literature: Total minimum units of credit required is 1.5 for a total of 4 credits in English/Language Arts
- S - English/Language Arts Speech: Total minimum units of credit required is 0.5 for a total of 4 credits in English/Language Arts
- W - English/Language Arts Writing: Total minimum units of credit required is 1.5 for a total of 4 credits in English/Language Arts
- FA - Fine Arts: Total minimum units of credit required is 1 for a total of 1 credits in Fine Arts
- LC - Laboratory Computer Studies: Total minimum units of credit required is 0.5 for a total of 0.5 credits in Laboratory Computer Studies
- LS - Laboratory Science: Total minimum units of credit required is 2 for a total of 5 credits in Mathematics and Laboratory Science
- MM - Mathematics: Total minimum units of credit required is 2 for a total of 5 credits in Mathematics and Laboratory Science
- GEO - Social Studies Geography: Total minimum units of credit required is 0.5 for a total of 3 credits in Social Studies
- ESS - Social Studies Other Elective: Total minimum units of credit required is 0 for a total of 3 credits in Social Studies
- USG - Social Studies U.S. Government: Total minimum units of credit required is 0.5 for a total of 3 credits in Social Studies
- USH - Social Studies U.S. History: Total minimum units of credit required is 1 for a total of 3 credits in Social Studies

Buttons: Add Edit Delete OK

"Check Graduation Information" menu

#1 Select one of the graduation requirement categories from the drop down box and the coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu.

Contact:

2

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Submission deadline: October 15, 2007

**STEP #2:** The coursework offered that meets units of credit required for high school graduation requirements will populate from the "Personnel Record Form" menu. **If you are not seeing a class that you think should be there, go back and check the teacher's PRF record and make sure they have that assignment coded to their record.**

**#4** Select the delivery method.

**#5** Enter the units of required credit.

**#6** Put a checkmark in the Units box along with the credit amount that should count toward the "elective credit" rather than the "required credit" category.

The screenshot shows a web form titled "High School Course Delivery Methods" for "32002 Pierre School District 32-2" in "2005". The form includes fields for "Category" (English/Language Arts Writing), "Assignment" (57115-Composition/Grammar, Advanced), "Delivery Method" (Current Year), and "Units of Credit" (0.5). There is a checkbox for "Units that count toward an elective credit" which is currently unchecked. A sidebar on the left lists various menu items like "Revoked Bus Driver", "Cert/Cred", "CIP Program", etc. "Cancel" and "Save" buttons are at the bottom.

**STEP #3:** Identify delivery methods, units of credit and if applicable to an elective.

**TIP:** Bold font indicates that part or all of the units of credit can be counted towards the "elective category".

**#2** Click on the specific assignment row that needs to be updated.

**#3** Choose the option of "Edit" to update the units of graduation credits for the current school year.

The screenshot shows a table titled "The following coursework is offered that meets units of credit required for high school graduation requirements". The table has columns: Assignment, Units of Credit, Delivery Method, and Integrated within course. The row for "57115-Composition/Grammar, Advanced" is highlighted in blue. Below the table are "Add", "Edit", "Delete", and "OK" buttons. A sidebar on the left lists menu items like "Personnel Record For", "Other School Person", etc.

Assignment	Units of Credit	Delivery Method	Integrated within course
57111-Composition/Grammar I	1	Current Year	
57112-Composition/Grammar II	0	Current Year	
57113-Composition/Grammar III	0	Current Year	
57114-Composition/Grammar IV	0	Current Year	
57114-Composition/Grammar IV	0.5	Distance Learning	
57115-Composition/Grammar, Advanced	0.5	Current Year	

**STEP #4:** Continue this process for ALL graduation categories.

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## Adding a Course

**STEP #1:** This option is used when the course is not reported as a staff assignment due to alternate years or offered through distance learning.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

The following coursework is offered that meets units of credit required for high school graduation requirements:

L - English/Language Arts Literature: Total minimum units of credit required is 1.5 for a total of 4 credits in English/Language Arts

Assignment	Units of Credit	Delivery Method	Integrated within course
57202-English Literature	1	Current Year	
57203-World Literature	0.5	Current Year	
57204-Contemporary Literature	0	Current Year	
57209-Short Stories	0	Current Year	

Effective July 1, 2005, the overall requirement for English/Language Arts Literature remains unchanged at 4 units total.

#1 Click on the "Add" button.

Buttons: Add, Edit, Delete, OK

**STEP #2:** Record high school courses with graduation credit to be earned that are taught in alternating years or over distance through electronic media.

DistYear: 32002 Pierre School District 32-2

DOE Test

High School Course Delivery Methods

Category: English/Language Arts Literature

Assignment: 57205-Mythology

Delivery Method: Distance Learning

Units of Credit: 5

Site and state from which course is being offered: Washington High School in Sioux Falls, SD

#2 Select the category.

#3 Select the assignment.

#4 Select the delivery method.

#5 Enter the units of credit.

#6 If the delivery method is distance learning, enter the site and state.

#7 Be sure to click on "Save".

Buttons: Cancel, Save

**HINT:** To view what specific assignment codes count towards specific categories.

The screenshot shows the 'High School Course Delivery Methods' form. The 'Category' dropdown is set to 'English/Language Arts Writing'. The 'Assignment' dropdown is open, showing a list of assignment codes. Two callout boxes provide instructions: the first points to the 'Category' dropdown with the text '#1 Select the category.', and the second points to the 'Assignment' dropdown list with the text 'The assignment codes listed in the drop down box are the ones that count toward the category selected.' A third callout box points to the 'Cancel' button with the text '#2 Be sure to click on "Cancel".' The 'Cancel' and 'Save' buttons are at the bottom of the form.

DistYear

32002 Pierre School District 32-2

2005

DOE

Test

Actions

Change District and Authority To Act

District Bus Drivers

Revoked Bus Driver

Cert/Cred

CIP Program

Correspondence

District Information

Authority to Act

High School Course Delivery Methods

Category

English/Language Arts Writing

Assignment

Choose:

Choose

57111-Composition/Grammar I

57112-Composition/Grammar II

57113-Composition/Grammar III

57114-Composition/Grammar IV

57115-Composition/Grammar, Advanced

57116-Creative Writing

57121-Technical/Business Writing

57601-AP English Language Composition

57602-AP English Literature Composition

#1 Select the category.

The assignment codes listed in the drop down box are the ones that count toward the category selected.

#2 Be sure to click on "Cancel".

Cancel

Save

Long Term Substitute

Qualifications-Assign

Personnel Record For

Other School Person

## Running Reports and Edit Checks

**STEP #1:** Once you are finished encoding data, check to make sure you meet the minimum graduation requirements by clicking on the assurance statement. A check mark will indicate the data has been reported correctly. If errors are detected, please print the report and make corrections.

The screenshot shows the DOE Accreditation Assurance Statement Check List interface. The interface includes a sidebar with navigation links, a main content area with a checklist, and a report viewer. Four callouts provide instructions on how to use the interface:

- #1. Run the edit check by clicking on the graduation assurance statement.** This points to the "Graduation Assurance Statement" link in the sidebar.
- #2. If errors are detected, click on the report button to view the corrections that requires resolution. Otherwise, a check mark will indicate that data has been reported correctly.** This points to the "Report" button in the top right corner.
- #3. Click on the icon that looks like a printer.** This points to the printer icon in the toolbar of the Crystal Report Viewer.
- #4. Click on print.** This points to the "Print" button in the bottom right corner of the Crystal Report Viewer.

The main content area displays the "Accreditation Assurance Statement Check List" for the school year 2004-2005. The list includes two items:

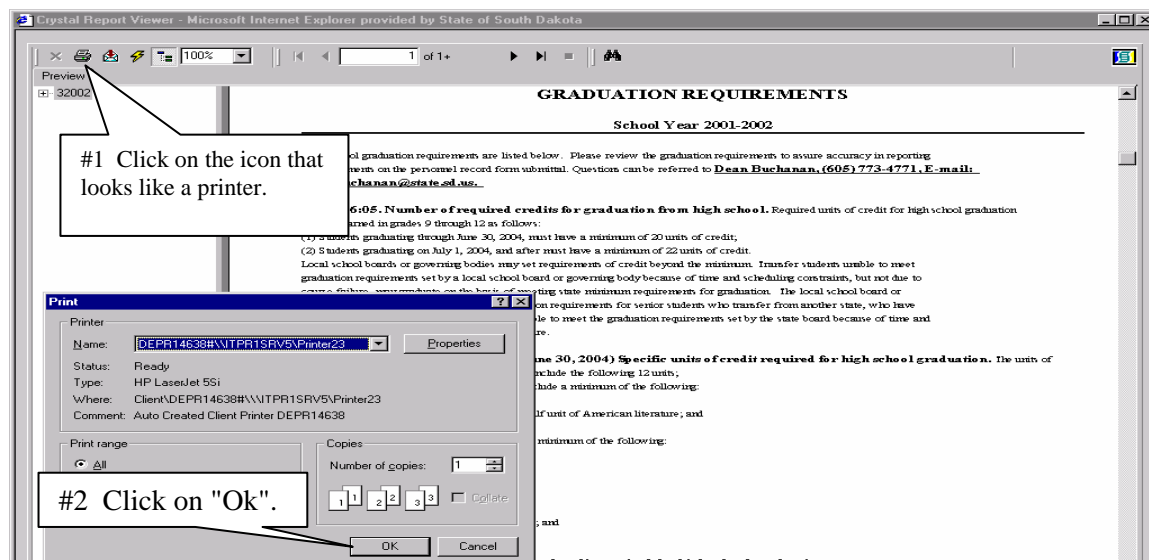
- ☐ Coursework meeting the high school graduation requirements has been established and conform to the requirements of ARSD 24:03:06:06.01.
- ☒ ALL special education personnel data has been reported by the amount of employed, shared employed, or contracted FTE in accordance with ARSD 24:05:16:16 Personnel Standards.

The Crystal Report Viewer shows the "Graduation Assurance Statement" report. The report includes a table with the following data:

	Credits Reported	Credits Required	
Electives Total:	0.00	8.50	*
	0.00	0.50	*
	0.00	1.50	*
	0.00	0.50	*
	0.00	1.50	*

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- **SUGGESTION:** Follow the directions on how to run a report and print the "Report: Graduation Requirement Credit Units" to review what you have encoded.



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